DIVISION OF GEN. TRIAS CITY
Project ISuLAT – ACTIVITY SHEETS in Technology and Livelihood Education 10 (TLE)
(Intensified Support to Learning Alternatives Through Activity Sheets)

COMPUTER SYSTEM SERVICING 10
QUARTER 3–WEEK 8: 5S and 3Rs Environmental Policies /
Reporting and Documentation Procedures

Name of Learner: _ _____   Date: _____
Grade & Section: _____   Teacher: _____

MOST ESSENTIAL LEARNING COMPETENCY (MELC):
- 5S and 3Rs environmental policies
- Reporting and documentation procedures

Objectives:
1. Identify the 5S and 3Rs according to environmental policies.
2. Accomplished Technical Report based on the test conducted.
3. Show the importance of 5S and 3R on the computer.

⊚ TEACH ME

Learning Task 1: There must be a place for everything, and everything must be in its place. Look and observe the picture below and answer the questions given.


Guide Question:
1. Can you compare the pictures shown?
2. What workplace can you say is right?
3. What do you think you can do in the first picture?

Learning Task 2:
    5S is a method in organizing the workplace. It provides improvement programs. In a company, 5S creates more productive people and more productive companies through motivation, education. The following are the methods in 5S listed in Japanese words.

1. **Seiri** – *Sorting / Putting things in order*
   Remove/discard what is not needed so that there are fewer hazards and less clutter to interfere with work. Only keep what is needed.
2. **Seiton** – *Orderliness / Proper Arrangement*
   Place things in such a way that they can be easily reached whenever they are needed.
3. **Seiso** – *Clean / cleanliness*
   Keep workplace and things clean and polished; no trash or dirt in the workplace
4. **Seiketsu** – *Standardize / Purity*
   Maintain cleanliness after cleaning, consistently perpetual cleaning. Such cleaning is part of every one's work.
5. **Shitsuke** – *Sustaining / discipline / commitment*
   Maintain standards and keep the facility in safe and efficient order day after day, year after year.
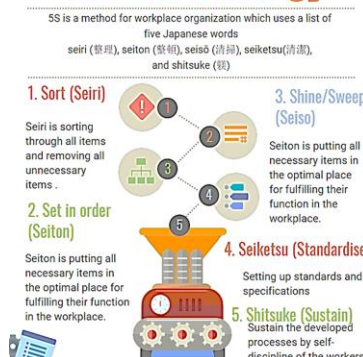
3Rs - Reduce, Reuse and Recycle

REDUCE	REUSE	RECYCLE
Reducing - Try to reduce the amount of waste you produce, as this is the best way to help the environment!	Reusing - Think of ways you could reuse something	This enables the materials you throw away to be used again by making them into new products.

Occupational safety and health (OSH) are a planned system of working to prevent illness and injury where you work by recognizing and identifying hazards and risks. Health and safety procedure is the responsibility of all persons in the computer and technology industries. Eliminate the hazard or modify the risk that it presents. Once hazard or risk arises documentation and reporting must be done.

Documentation is anything written or printed on which you rely as record or proof of patient actions and activities.

Report is oral, written, or computer-based communication intended to convey information to others.

Technical Report is any document that records the procedure adopted and results obtained from a scientific or technical activity or investigation. Use the following format for a technical report for your recently conducted test.

TECHNICAL REPORT ON TEST CONDUCTED

Name of Technician:_____

Date of Inspection: _____ Time: _____

Device Tested:	
Specification:	
Diagnosis:	
Action Taken:	
Remarks:	

LEARN MORE

Learning Task 3:
Direction: Assess at least five (5) measuring instruments you have at home. Check if it is well maintained or not. Using the table below, write your assessment and give the necessary action.

| Name of Instrument	Well Maintained	Not Maintained	Action Needed

Learning Task 4:
Directions: Read carefully the situation and apply the technical report on the test conducted. Write your answer on a piece of paper.

Gian checks the status of the wireless connection and investigates the availability of wireless networks, and test connectivity. He found out that the Ethernet patch cable from the computer is disconnected. A red "X" appears over the "Local Area Connection" icon.

Then he hovers over the "Wireless Network Connection" icon in the tray. He opens the command window and tries to ping 127.0.0.1 and uses the ipconfig command to get the IP address and ping the default gateway. A successful ping indicates that there is a connection between the computer and the default gateway.
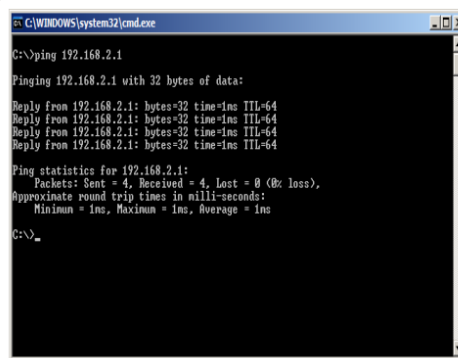
He opens the Network Connections window and notices that he was already connected.
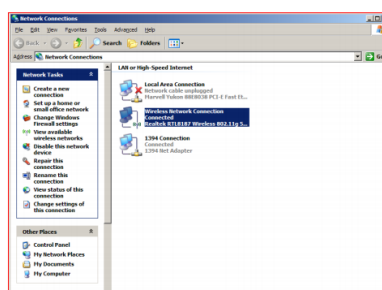
Question:
➢ What device is tested?
➢ What was the initial diagnosis seen?
➢ What was the action taken?

Note: Your answer must be a table format like the technical report on the test conducted shown earlier.

EVALUATE NOW

IV. SUMMATIVE ASSESSMENT:
A. WRITTEN TASK:

Directions: Identify the Japanese word on the given sentences.

_____1. Maintain standards and keep the facility in safe and efficient order day after day, year after year.

_____2. Keep workplace and things clean and polished; no trash or dirt in the workplace.

_____3. Remove/discard what is not needed so that there are fewer hazards and less clutter to interfere with work. Only keep what is needed.

_____4. Place things in such a way that they can be easily reached whenever they are needed.

_____5. Maintain cleanliness after cleaning, consistently perpetual cleaning.

Directions: Write *TRUE* if the statement is *CORRECT* and *FALSE* otherwise.

_____1. Occupational safety and health (OSH) are a planned system of working to prevent illness and injury where you work by recognizing and identifying hazards and risks.

_____2. Technical Report is any document that records the procedure adopted and results obtained from a scientific or technical activity or investigation.

_____3. Clean/cleanliness is placing things in such a way that they can be easily reached whenever they are needed.

_____4. Documentation is anything written or printed on which you rely as record or proof of patient actions and activities.

_____5. Report is oral, written, or computer-based communication intended to convey information to others.

B. PERFORMANCE TASK

Direction: Draw your ideal workplace in a computer laboratory. Apply the 5S in your workplace. Use a bond paper and coloring materials. Be creative.

RUBRICS

CATEGORY	4	3	2	1
Content - Accuracy	At least 5 accurate facts are displayed on the slogan campaign.	4 accurate facts are displayed on the slogan campaign.	2-3 accurate facts are displayed on the slogan campaign.	Less than 2 accurate facts are displayed on the slogan campaign.
Attractiveness	The slogan campaign is exceptionally attractive in terms of design, layout, and neatness.	The slogan campaign is attractive in terms of design, layout and neatness.	The slogan campaign is acceptably attractive though it may be a bit messy.	The slogan campaign is distractingly messy or very poorly designed. It is not attractive.
Timeliness	There are no grammatical mistakes on the slogan campaign.	There is 1 grammatical mistake on the slogan campaign.	There are 2 grammatical mistakes on the slogan campaign.	There are more than 2 grammatical mistakes on the slogan campaign.
Graphics - Originality	Several of the graphics used on the slogan campaign reflect a exceptional degree of student creativity in their creation and/or display.	One or two of the graphics used on the slogan campaign reflect student creativity in their creation and/or display.	The graphics are made by the student, but are based on the designs or ideas of others.	No graphics made by the student are included.

References:
https://www.slideshare.net/AmarRaveendran/5-s-ppt?from_action=save
https://leanmanufacturingtools.org/192/what-is-5s-seiri-seiton-seiso-seiketsu-shitsuke/
https://www.slideshare.net/sivanandareddy52/documentation-and-reporting-53415202
COMPUTER SYSTEMS SERVICING NC II CORE COMPETENCY # 1- Eric M. Talamisan (CSS NC II Trainer/Assessor)